

# Sign Permit Application

 Date: \_\_\_\_\_**Type(s) of Sign:**

☐ Freestanding ☐ EMC ☐ Monument  
☐ Menu Board ☐ Directory ☐ Directional

A **SCALED SITE PLAN** MUST ACCOMPANY  
ANY OF THESE PREVIOUS TYPES OF SIGN  
APPLICATIONS

☐ Wall Signs ☐ Awning/Canopy  
☐ Awning/Canopy as Wall Sign  
☐ Projecting Sign (More than 12")  
☐ Banners ☐ Inflatable

☐ Illuminated ☐ Non-Illuminated  
☐ Painted

**Business Information**

Business

Address

Use

Tax Schedule No.

**Contact Information**

Contractor

Phone

Type of License

Contractor ID#

**Store Front Length**

North

East

South

West

**For Banner and Inflatable Permits Only:**

Starting Display date:

A total of 90 day display allocation  
within a calendar year which ends as  
of: (Banners Only)

**Length of Property Frontage****Proposed Square Footage**

North

East

South

West

**Existing Square Footage**

North

East

South

West

**EMC Square Footage****Elevation Drawing**

Please indicate storefront length and placement of signs

**VALUATION OF PROJECT:****Sign Plan**

Please Include Dimensions and Sign Copy

FEE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

**Inspector Notes****Plan No.**

# SIGN PLAN SUBMITTAL INSTRUCTIONS

The following is the policy of the City of Colorado Springs Development Unit regarding applications for signage:

One copy of the sign application and all attachments are required for submittal.

The first submittal will be reviewed within five working days. Subsequent re-submittals will be reviewed within five days of the re-submittal

**Sign Plans** must be filled out completely. Incomplete sign plans or plans not legible will be denied. Plans shall contain the following information:

- \* Business name, address, suite number, use classification and tax schedule number where the business is located.
- \* Identify the Storefront length, length of the property frontage, the size of the proposed sign, and the square footage of existing signage, and the total square footage allowed. Please include any other pertinent information such as existing signage that is to be removed.
- \* The cost of materials and labor of the project for valuation
- \* Contractor and salesman or contact name, address, phone number, type of license and contractor I.D.
- \* Vicinity Map - Used only to show general location of the business in relation to closest street intersections.
- Elevation Drawings shall include the placement of the sign on the building. The height of the sign is required for projecting signs.
- \* Check type of sign, i.e. wall sign, awning sign, freestanding sign, or EMC ect. Please check whether the sign is illuminated, non-illuminated or painted. Only contractors with a D5-A license or general contractors with A, B or C license may install signs.
- \* Sign Plans shall include the height and dimensions of the sign, the sign copy, and the method of attachment including footing and pipe sizes where appropriate. Please draw the sign as it is to be built including artwork, lighting and neon.
- \* Specifications on illumination for EMC's shall include the manufacturer's specifications, nit rating and the method of dimming.

**Scaled site plans** (min. 11" x 17") shall include location of the property including it's relation to major streets, placement of the building on the property, and location of the sign in relation to the building. A minimum of two indicated set back dimensions must be labeled on the site plan from property line, face or curb or sidewalks (or any tangible item on the property near the sign placement). Signs must not be within the site visibility safety triangle or placed within easements.

Sign plans will not be approved for new signs where illegal signs exist at the subject address or which pertain to or are associated with the subject address.

After receiving Development Review approval and paying the review fees, all new signs (with the exception of banners, certain temporary signs and signs that are directly painted on a wall or window) will require a permit from the Regional Building Department. All permitted signs must be installed by a sign company or general contractor that is licensed in the City of Colorado Springs. The applicant is responsible for meeting all applicable state and local codes that are not addressed by the Development Review Office.

**This application is void for any signs not installed within 60 days of Development Review approval.**

Zoning and sign ordinance are available on the City web-site ([www.coloradosprings.gov](http://www.coloradosprings.gov))

<https://coloradosprings.gov/planning/page/sign-information-applications-and-permits>

If you have any questions please call the Development Review Office at 719-385-5982 Monday through Friday between 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:00 p.m.

**Banner Applications:** ALLOWED IN ALL USE CLASSIFICATIONS (Permits Required - \$30 application fee per sign)  
Banners are allowed for a maximum period of 90 days per approved calendar year. Display time may be any combination of consecutive days or equal weekend periods and is cumulative for all banners displayed on the property. Banners must be kept in good repair (not frayed or sagging) and remain firmly attached to the building or private light pole in which it is displayed.

For commercial zones, banners are not to exceed .75 square feet of area for each linear foot of exterior wall for single story building or 5% of the elevation for multi-story buildings. The banner must be placed on the side of the building from which it draws its allowed square footage. For residential zones banners are allowed up to .20 square feet for each linear foot of property line. There must be at least three dwelling units for a residential property to be approved for a banner. Be sure to include starting and ending dates for the banner on the front of the application. See Code Section 7.4.409(E) and 7.4.409(F) for additional criteria.

FEATHER / WAVE BANNERS, BANNERS ATTACHED TO T-POSTS, FENCES, RETAINING WALLS, VEHICLES, TRAILERS, HANDRAILS OR TREES AND BANNERS LOCATED IN LANDSCAPE AND PARKING AREAS ARE PROHIBITED.